



FOREIGN AFFAIRS MANUAL

VOLUME 5 – Information Management

Transmittal Letter: IM-30

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CHAPTERS 100, INFORMATION RESOURCE MANAGEMENT, AND 1000, INFORMATION TECHNOLOGY (IT) PLANNING

MAJOR CHANGES

1. Chapter 100 was completely rewritten and identifies the roles and responsibilities for individuals and organizations that provide management oversight of IRM programs in the Department.

2. Chapter 1000 is a new chapter that provides policy and procedural guidance for the Department's information technology (IT) strategic, tactical, and capital investment planning processes, which support the foreign policy goals in the Department's strategic plan.

3. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS (Paper Copy Only)

1. Remove and destroy the text of the old 5 FAM chapter 100 (issued under TL:IM-12, dated 08-30-1994; 4 pages total) and replace it with the attached revised chapter 100 (7 pages total).

2. Remove and destroy the text of the old 5 FAM chapter 1000 Unassigned (issued under TL:IM-15, dated 01-31-1995; 1 page total) and replace it with the attached new chapter 1000 (20 pages total).

3. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:IM-30, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Handbooks* (unclassified) official version can be found on State Department's Intranet site at <http://99.1.1.27>.

2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the 5 FAM Volume Coordinator, who may be reached at 202-261-8250.

(IRM/APR/RG)